

State of New Hampshire
DEPARTMENT OF SAFETY
INFORMATION TECHNOLOGY
User Requirements

Project: Registration and Decal Print Process for MAAP

Objective: The purpose of the development of the Vehicle Registration Print Process is to produce a more durable motor vehicle registration certificate with improved content. The new vehicle registration certificate will contain a 2D bar code that will be capable of scanning by Law Enforcement and vehicle inspection stations for OBD (On Board Diagnostics) resulting in more accurate data capture and less manual data entry requirements. Various colored decals will be produced on demand. In a later MAAP phase point-of-sale (POS) scanners will enable DMV clerks to scan in data from registration documents to increase efficiency and accuracy during registration and title processing.

NOTE: This user requirement addresses printing issues regarding registration documents. The Title Bureau has a unique set of printing requirements that are addressed in a separate document.

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Current procedures in place include:

- Production of non-durable paper registrations.
- Maintenance and reconciliation of decal inventory.
- Manual data entry process used by Law Enforcement

Problems with current procedures and methods of data maintenance:

- Paper registrations become mutilated, difficult to read, and must be reprinted.
- Decal inventory entails a significant effort and cost.
- Manual resources are required by Law Enforcement to perform registration inquiry (no 2D bar code).
- Forgery and counterfeiting is easier to accomplish with the current technology.

PROPOSAL

Registration User Requirements

Hardware Considerations

The following are important considerations when selecting the printing hardware:

- Print Quality
- Cost of hardware and print media
- Hardware and associated driver software maintainability
- Size – i.e., desk real estate required

Near Term Vehicle Registration Certificate Requirements

- The vehicle registration certificate will be non tearable, fade proof, and withstand getting wet
- The vehicle registration certificate will be durable and wind resistant enough to be held and read by a portable bar code scanner
- Various size fonts will be printed on vehicle registration certificate
- Vehicle registration certificate will provide for a signature
- Total print process for vehicle registration certificate and decals should consume a maximum of 20 seconds

- Static data may be preprinted on vehicle registration certificate stock
- Vehicle registration certificate printing should be designed to prevent forgery and counterfeiting
- Registration certificate and decal printers will be supplied to all MAAP users where cost feasible
- Fallback plan needs to be developed in case a local dedicated printer is down for a significant time frame
- A registration receipt must be produced locally
- Vendor support services must be able to fix a down registration system within 4 hours otherwise liquidated damages may apply
- The vehicle registration must contain a 2D bar code that will be printed at the time of registration transaction on MAAP; the 2D bar code will comply with the AAMVA 2D bar code standard (in development) and shall be readable at least 90% of the time using portable bar code readers that will be installed in State Police and Highway Patrol cruisers, OBD installations, and POS terminals.
- It is desired that license plate decals will be printed from blank decal stock at the time of registration transaction
- The vehicle registration certificate will provide a space on the back for the following:
 - hand written address change
 - hand written ownership transfer
 - RSA description of need for required hand written address or ownership changes
- One copy of vehicle registration certificate must be printed
- Certified copies of vehicle registration certificates may be printed on the same form as original registrations providing MAAP clearly prints "Certified Copy" on the certificate.
- Vehicle registration certificate will contain the following information to be printed at registration transaction time:
 - CTA number
 - Plate number
 - Validation Sticker Number

Note: This requirement may not be necessary if decals are printed at the time of the registration transaction in MAAP and the validation number is the same as the plate number
 - Type of Plate
 - Expiration date
 - Vehicle year
 - Vehicle make
 - Vehicle model
 - Gross Weight
 - VIN number- 17 digits
 - List Price
 - Owner information (Note: For lease the owner information is for the second owner; for all other vehicle registrations use first owner)
 - Name of owner
 - Legal address of owner
 - Physical (mailing) address of owner
 - Owner date of birth
 - Ring line data
 - Legislative Vehicle Registration

Provide room (i.e., a blank space) for and print as appropriate

 - Legislative plate number
 - Legislative plate type
 - Remarks

Provide room (i.e., a blank space) for any print remarks as appropriate

 - "Certified Copy"
 - "Non-resident"
 - etc.
 - 2D bar code

Provide room (i.e., a blank space) for and print 2D bar code
- Vehicle registration certificate will contain the following information in the 2D bar code:
 - Plate number

- Type of Plate
- Expiration date
- Vehicle year
- Vehicle make
- Vehicle model
- Vehicle weight
- Color
- Body style
- VIN number- 17 digits
- Name of owner
- Legal address of owner
- Physical (mailing) address of owner
- Owner date of birth
- Second owner name
- Second owner date of birth
- DOT Number
- State indicator (NH)

Near Term Boat Registration Certificate Requirements

- The boat registration certificate will be non tearable, fade proof, and withstand getting wet
- Various size fonts will be printed on boat registration certificate
- Boat registration certificate will provide for a signature
- Total print process for boat registration certificate and decals should consume a maximum of 20 seconds
- Static data may be preprinted on boat registration certificate stock
- Boat registration certificate printing should be designed to prevent forgery and counterfeiting
- Registration certificate and decal printers will be supplied to all MAAP users where cost feasible
 - A centralized solution will be created if any locations are found to be not cost effective to have onsite registration certificate and decal printers
- Fallback plan needs to be developed in case a local dedicated printer is down for a significant time frame
- A registration receipt must be produced locally
- Vendor support services must be able to fix a down registration system within 4 hours otherwise liquidated damages may apply
- It is desired that boat decals will be printed from blank decal stock at the time of registration transaction
- One copy of boat registration certificate must be printed
- Certified copies of boat registration certificates may be printed on the same form as original registrations providing MAAP clearly prints “Certified Copy” on the certificate.
- Boat registration certificate contents:
 - Bow Number
 - Agent Number
 - Space for verification and changes
 - Bow Number (again – entered during verification process)
 - Use
 - Principal State
 - Validation Number
 - Inland and Tidal checkboxes
 - Expiration Date
 - Model Year
 - Make
 - Fuel
 - Horsepower
 - Style
 - Propulsion In – Out checkboxes
 - Engine Single – Twin checkboxes
 - Length

- Color
- Hull Identification Number
- Hull
- No. of Pass (Number of Passengers)
- Check boxes for Toilet, Sink, and Shower
- Notice “RSA 270-D:2-c REQUIRES YOU TO COMPLETE THE REVERSE OF M.V. COPY FOR PROCESSING”
- NAME AND MAILING ADDRESS
- Legal or Permanent Address
- Owner’s Signature
- Owner’s date of birth (space for two)
- FEID No. (Companies Only)
- Boat Fee
- Transfer Credit
- Boat Fee Due
- Registration Fee
- Transfer Credit
- Registration Fee Due
- Transaction Date
- Total Due DMV
- Total Due Agent

See current boat registration form (DSMV 157A (REV, 10/00))

NOTE: New requirements allow only one copy of the certificate to be printed. Current boat registration certificate is four parts, one each for owner, DMV, agent, and municipal. Each copy has a different message printed on the back. The resolution of what must be printed on the certificate back must be worked out.

Ring Line Printing and Miscellaneous Forms Printing

- Vendor solution must also support current ringline printer functions as well as a plain stock multipurpose 8.5 X 11” printer (for short slips, credit memos, etc.) utilizing network printing
- Ringline printer prints validation data on the following:
 - Vehicle and Boat registration certificates
 - Title application (CTA) at registration and title workstations (8 ½” X 11”)
 - Checks received from the public for registration and title transactions
 - Credit memos and Short slips (may be 8 ½” X 11” or smaller (e.g., 4 ½” X 5 ½”)) received from the public
- Data printed by ringline printers on all of the above documents (checks, short slips, CTA) includes data specific to the transaction in progress including the following:
 - Document validation except for checks
 - Close out month, day and year
 - Close out sequence number
 - Location
 - User number
 - Batch number
 - Transaction number
 - Amount of transaction
 - Payment type
 - Check validation
 - Location bank account number
 - Literal string ← “Deposit Only NH Department of Safety MV”
 - Check amount
 - Financial pointer record key
 - Title = CTA number
 - Registration = Plate type & number
 - Owner ID =license code

- Close out Month, day, and year
- Close out sequence number
- Batch number
- User number
- Location
- CTA, short slips, credit memos, and receipts will be printed at all registration and title workstations
- Screen print functionality required at registration and title workstations
- Optional information/functions for future:
 - Validation sticker number

Cash Receipt Requirements

- A cash receipt will be printed at the time of the registration transaction regardless of when the registration certificate is printed. This will enable central issue of registration certificate and decal where necessary.
- The following will be printed on the cash receipt at the time of the registration transaction
 - VIN (HIN for boat registration)
 - Plate number (Bow number for boat registration)
 - Details from Fee Settlement Screen similar to the sample shown below in Addendum A
 - Note at bottom of receipt as follows:
“For tax purposes attach this receipt to the registration certificate”

Future Registration Certificate Requirements

- Vehicle registration certificate will be printed on stock similar to credit cards and will be a minimum of 20 mils thick
- The vehicle registration card will need to contain the State of NH seal as a shadow
- The vehicle registration card will be capable of being printed on both sides
- Total print process for registration certificate and decals should consume a maximum of 20 seconds
- It is required that license plate decals will be printed from blank decal stock at the time of registration transaction

Decal Requirements

- License plate or boat decal will self destruct if removed from license plate
- Unique audit number will be preprinted on decal stock
- Process must support license plate decal stock as follows:
 - 3 yearly decal colors for vehicle decals
 - 2 yearly decals per color
 - Each yearly decal will contain “NEW HAMPSHIRE”, license plate number, and 4 digit year
 - 1 monthly decal color for vehicle decals
 - 2 monthly decals will contain the two digit month and may be supplied outside of this system
 - Monthly decals are not provided with annual renewals
 - 1 decal type for overweight vehicles
 - 1 yearly decal
 - Each yearly decal will contain some preprinted information, license plate number, and 4 digit year
 - Decal is issued centrally by DMV
 - 1 decal type for permanent plates (government vehicles)
 - 2 five year decals
 - Each yearly decal will contain “NEW HAMPSHIRE”, license plate number, and 4 digit year
 - Decal is centrally issued by DMV
 - Upon initial issuance 2 monthly decals are issued that contain preprinted information
 - 2 decal colors for boat decals
 - 2 yearly decals per color
 - Each yearly decal will contain some preprinted information, bow number, and 4 digit year
 - No monthly decals are produced
 - 1 decal type for PWC-3 watercraft

- 2 permanent decals
- Each decal will contain some preprinted information and bow number
- Decals for boats will be approximately 3 inches x 3 inches which are significantly larger than vehicle decals

NOTE: For single plate applications (motorcycles, trailers, etc.) only one set of decals will be required (yearly and monthly = 2 decals)

Addendum A:

Fee Settlement Details for Cash Receipt

Town			State		
Transaction	Description	Fee	Transaction	Description	Fee
001	CTA	0.00	001	CTA	25.00
002	New Reg	475.00	002	Reg	37.50
002	Town fee 1	8.00	002	Plate Fee	8.00
002	Town Agent Fee	1.50	002	Other	7.00
003	Renew Reg	233.00	003	Reg	37.50
003	Town fee 1	8.00	003	Other	5.00
003	Town Agent Fee	1.50	003	Short Slip	5.00
Totals		\$ 727.00			\$ 125.00

Please Note: This addendum contains a representation of what the cash receipt will look like; it does not include an exhaustive list of all items that may appear on the receipt.